
JOB DESCRIPTION

Job Details

Job Title:	Junior Sister/Charge Nurse
Division:	Clinical Support Services
Base:	Acute Intensive Care unit
Full Time:	37.5 hrs full time
Band:	6

Organisational Arrangements

Reporting to:	Ward Manager
Other accountabilities:	Matron and Lead Nurse

Role summary

The post holder will be responsible for ensuring immediate care to relevant client group and will work primarily within Critical Care. The post holder will assess, plan implement and evaluate the care for these patients supporting and guiding junior staff in the process. S/he will provide direct patient care and have detailed clinical knowledge of the specialist area. The post holder will assist the senior Sister/Charge Nurses in ensuring that high standards of quality of care are delivered and maintained.

The post holder will act as a positive role model within the department for staff patients and carers. The post holder will deputise for the senior sister as required.

The post-holder will deliver expert individual care for dependent patients. The post-holder will work without supervision and be expected to provide support to both junior and senior staff by taking responsibility for a group of patients. In addition, the post-holder will be expected to undertake key areas of unit management, for example stock control, off duty rotas, etc.

The post holder will enable nurses to acquire clinical and professional competencies by facilitating high quality education and staff development opportunities.

The post holder will undertake any other duties which are deemed appropriate to the band when requested by Senior Staff.

The above indicates the main duties of the post which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post-holder.

Competencies

Clinical

- Undertakes comprehensive health care needs assessments and re-assessments on patients with complex health problems and multiple pathologies, using advanced clinical and analytical skills to formulate, develop, and implement evidence based plans of care.
- Demonstrates advanced analytical and judgemental skills by assessing specialist acute patient conditions, reporting any concerns to medical staff or the shift leader.
- Contributes to the organisation of multidisciplinary teamwork.
- Contributes to maintaining nursing quality utilising quality improvement tools.
- Attends and demonstrates the mandatory competencies of the Trust.
- Maintains safe custody and administration of medicines concordant with NMC and Trust policies. Is fully competent to administer multiple and complex IV drug therapies within prescribed parameters, which require central venous lines for administration. Autonomously adjusts drug infusion rates in response to a clinical assessment of the patient.
- Demonstrates specialist technical knowledge, and advanced nursing skills, to manage mechanical life-supporting equipment, including those delivering hazardous substances.
- Directly encourages and guides patients and carers to take an active role in care should they so desire.
- Promotes and undertakes practice sensitive to the needs of patients, carers, and relatives with multi-cultural backgrounds.
- Applies good communication skills to ventilated patients, and those with tracheostomies, demonstrating the ability to reassure, persuade, motivate, and empathise.
- Coordinates and manages the transfer of critically ill patients to other intensive care units or hospital departments.
- Ability to recognise and perform effectively in any emergency.
- Promotes practice conducive to reducing the risk of cross infection, eg CPE.

Education, Research, Audit, Clinical Governance

- Initiates health education and health promotion.
- Produces and maintains a personal professional portfolio, which reflects clinical competencies and provides evidence of continuous professional and specialist development.
- In line with Scope of Professional Practice, undertakes further training and education in additional skills beyond that of general registration.
- Acquires, maintains, and develops advanced knowledge and competencies through self-directed learning and formal education. Prepared to participate in peer review when appropriate.
- Provides and contributes to the maintenance of an environment conducive to learning, through the sharing of knowledge, skills, and competencies. Delivers specialist teaching and training, by preceptorship, to junior staff and other members of the multidisciplinary team.
- Identifies, collects, and participates in the evaluation of information to support multi-disciplinary audit and research projects.
- Undertakes the role of 'link nurse', within the Trust, where required, for example, Tissue Viability, Manual Handling, Pain, etc.

Professional

- Is professionally and legally accountable for all aspects of the nursing care they deliver, and is responsible for the staff under their supervision.
- Adheres to the NMC Code of Conduct and other associated professional guidelines.
- Acts as a role model at all times.
- Acts as the patient's advocate.

Managerial

- Will undertake managerial development leading to taking charge of the unit on a shift basis. In the event of unforeseen circumstances, may deputise for the Band 7 Charge Nurse/Sister.
- Undertakes quality assurance, risk management, and patient safety checks, in accordance with unit and professional guidelines.
- Demonstrates and applies an excellent knowledge of the Trust's policies, guidelines, and protocols, and meets the Trust's requirements for record keeping.
- Is responsible for the efficient use of resources, taking any recommendations for improving efficiency to the shift leader.
- Can establish and maintain effective communication within the multidisciplinary team, contributing to complex decision-making about specialist treatment therapies.

- Demonstrates effective multi-disciplinary teamwork and understands the role of individual team members.
- Deals personally with patients, relatives, or visitors who make a complaint, in line with the Trust's, and other professional guidelines. Provides support and advice to junior staff dealing with complaints.
- Provides a safe and secure environment by diffusing situations in which patients, or visitors, have become violent or aggressive.
- Attends and participates in staff meetings.
- Manages a specific area of interest.
- Deputises for Band 7 leads at corporate meetings.
- Participates in Critical Care Network initiatives.

Health & Safety

All staff must:

- Ensure a safe environment for patients and staff by adhering to the Health and Safety at Work Act (1974).
- Adhere to Trust and departmental health and safety policies, using any equipment or personal protective equipment provided to ensure safety.
- Co-operate with managers to maintain safe systems and safe workplaces.
- Report any accidents, incidents, or ill health resulting from failings within the hospital's premises, equipment, or personal protective equipment.
- Report clinical and non-clinical incidents through the Hospital Incident Reporting System (HIRS).

Mental Effort

- Applies sustained mental effort to deliver specialist therapies where the work is unpredictable and subject to frequent interruptions, requiring intense and prolonged periods of concentration.
- Troubleshoots and calibrates specialised intensive care equipment to facilitate accurate recording of information. Takes responsibility for the set-up, preparation, maintenance, and safety of specialist equipment and life supporting technology.
- Applies sustained mental effort to understand the constantly changing complexities of medical treatments and drug therapies.

Emotional Effort

- Demonstrates compassion, understanding, and empathy when communicating highly distressing and emotional information to relatives and carers.

- Applies communication skills by conveying highly sensitive information to patients, relatives, and carers, including those with emotional communication barriers, reinforcing their understanding.
- Will have recurring contact with patients who have received traumatic injuries, for example stabbing injuries, burns, etc.
- Will have exposure to dying patients, and will be required to deal with bereaved relatives.
- Will be exposed to agitated, confused, and violent patients, some of whom may be withdrawing from alcohol or the effects of drugs.
- May be the first point of contact with relatives and may be responsible for 'breaking bad news'.
- Potentially more emotional effort required due to increased managerial or supervisory responsibilities.

Physical Effort

- Follows manual handling guidelines and principles, utilising all aids and applying physical effort when dealing with patients and equipment.
- Frequent physical effort involved in standing for long periods.
- Frequent physical effort required working in confined spaces, or areas restricted by large pieces of equipment.
- Physical effort involved in restraining confused, agitated, and, sometimes, violent patients in order to minimise the risk of self-harm and injury to others.

Working Conditions

- Takes responsibility when handling noxious substances, such as: hazardous gases, blood, bodily fluid, contaminated waste, and other infective materials.
- Takes care of their own safety, and the safety of others who may be affected by their actions or omissions, working within an environment exposed to unpleasant and hazardous substances.
- Unsociable shift patterns.
- Wearing personal protective equipment including FFP3 masks for protracted periods.

The above indicates the main duties of the post, which may be reviewed in the light of experience and developments within the service. Any review will be undertaken in conjunction with the post-holder.

The Band 6 role encompasses the competencies and duties detailed in the job description Staff Nurse Intensive Care – Band 5.

Supervisory Responsibility

The Band 6 role involves supervision of:

- Healthcare assistants
- Band 5 nurses
- Student nurses
- New starters (on orientation)
- Visiting staff
- Relatives giving care

Liaison Responsibility

The Band 5 grade role requires daily liaison with:

- Anaesthetists
- Gastrointestinal surgeon
- Orthopaedic surgeon
- AICU nursing staff of all grades
- Domestic staff
- Theatre staff of all grades
- Physiotherapists
- Radiographers
- Dietician
- Speech and Language therapists
- Tissue Viability Nurse
- Pain Specialist Nurse
- Outreach Sister
- Laboratories: Blood Bank
 - Microbiology
 - Haematology
 - Biochemistry
- Patient Support Assistant
- Sodexo (portering and catering service)

General & Corporate Duties

Risk Management

It is a standard element of the role, and responsibility of all staff of the Trust, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Records Management/ Data Protection

As an employee of the Trust, you have a legal responsibility for all records (including patient health, financial, personal and administrative) that you gather or use as part of your work with the Trust. The records may be paper, electronic, microfiche, audio or videotapes, or x-ray images. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security

As a Trust employee you are required to uphold the confidentiality of all records held by the Trust, whether patient records or trust information. This duty lasts indefinitely and will continue after you leave the trust employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality

All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on the Trust's computerised systems or manual records (paper records) and must ensure that such data is entered accurately to NHS data standards, in a timely manner to ensure high standards of data quality in accordance with the Trust Data Quality and Clinical Record Keeping Policies.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act 1998, Caldicott recommendations and other relevant legislation and guidance are applicable and should be adhered to.

Health and Safety

All employees of the Trust have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable the Trust to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Trust's undertakings.

Infection Prevention

As member of a clinical team your personal contribution to reducing healthcare associated infections (HCAIs) require you to be familiar with the Trust's Infection Control Manual including the Hand Decontamination Policy, Personal Protective Equipment Policy, safe procedures for using aseptic techniques and safe disposal of sharps. You must be aware of your role in the decontamination of patient shared equipment and are required to attend mandatory training in Infection Prevention & Control and support the Trust in achieving compliance with the Health Act 2006(all measures known to be effective in reducing Health Care Acquired Infections).

Trust Policies

The Trust operates a range of policies, e.g. Human Resources, Clinical Practice (available on the Trust's intranet). All Trust employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities

The Trust provides a range of services and employment opportunities for a diverse population. As a Trust employee you are expected to treat all patients/customers and work colleagues with dignity and respect irrespective of their background.

Safeguarding

All employees have a duty and responsibility to protect and safeguard children, young people and vulnerable adults. They must therefore be aware of child and adult protection procedures to take appropriate and timely safeguarding action, and reduce the risk of significant harm to adults and children from abuse or other types of exploitation.

Person Specification:

Attributes	Essential	Desirable	Method of Assessment
Education/Qualifications	<ul style="list-style-type: none"> Registered Nurse Intensive care qualification, i.e. ENB 100 or equivalent Demonstrates professional development by other means 	<ul style="list-style-type: none"> ALS/ILS/EMSB certificate Additional course aligned to critical care, e.g. Anaesthetic, CCU, Renal, etc. Teaching / Mentorship qualification. 	<ul style="list-style-type: none"> Application Form Portfolio N.M.C Registration Evidence of Competencies Certificate Interview References
Experience	<ul style="list-style-type: none"> Considerable post registration experience the majority of which should be in Critical care Currently work in Critical Care. Experience of professional leadership 	<ul style="list-style-type: none"> Experience of change management Experience of clinical audit 	<ul style="list-style-type: none"> Application Form Interview
Skills	<ul style="list-style-type: none"> Can provide evidence of being aware of current developments relating to clinical specialism. Possesses excellent communication and interpersonal skills The development of leadership qualities and organisational skills Ability to work without supervision Ability to motivate one's self and others Demonstrates commitment towards personal professional development, and the development of others Can provide leadership and supervision of a team of nurses, e.g. within a sphere of the unit 	<ul style="list-style-type: none"> Computer literacy 	<ul style="list-style-type: none"> Application Form Interview References
Aptitudes	<ul style="list-style-type: none"> Must pass an occupational health assessment Can work flexibly. Prepared to undertake duties at unsocial times and will rotate onto night duty 	<ul style="list-style-type: none"> Experience of record keeping for professional, risk, and legal requirements 	